

UNCLASSIFIED//

PRECEDENCE TO: ROUTINE DTG: 282308Z JAN 09

PRECEDENCE CC: ROUTINE

TYPE: DMS SIGNED/ENCRYPTED

FROM PLA: PTC WASHINGTON DC//ALARACT//

FROM D/N: C:US,O:U.S. Government,OU:DoD,OU:ARMY,OU:Organizations,
L:CONUS,L:WASHINGTON DC,OU:DA PENTAGON

TELECOMMUNICATIONS(uc),OU:ALARACT RELEASE AUTHORITY(UC)

SUBJECT: ALARACT 026/2009 DCS CHECKLIST REQUIREMENT & RELEASE OF: TAKING CARE
OF BUSINESS: A PERSONAL READINESS VIDEO & CHECKLIST FOR SO

TEXT:

UNCLASSIFIED//

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF
CDRHRC AG OPNS ALEXANDRIA VA.//

SUBJECT:

DCS CHECKLIST REQUIREMENT & RELEASE OF: TAKING CARE OF BUSINESS: A PERSONAL
READINESS VIDEO & CHECKLIST FOR SOLDIERS & FAMILIES

REFERENCES:

- A. ALARACT MSG 126/2008, SUPPORT FOR FAMILIES OF THE FALLEN, DTG 132250ZMAY08.
- B. DEPLOYMENT CYCLE SUPPORT (DCS) DIRECTIVE (26 MAR 07).
- C. DA FORM 7631, DEPLOYMENT CYCLE SUPPORT CHECKLIST (MARCH 2007).
- D. ARMY REGULATION 600-8-101, PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, MOBILIZATION AND DEPLOYMENT PROCESSING).
- E. THE DCS, G-1 "TAKING CARE OF BUSINESS - A PERSONAL READINESS VIDEO AND CHECKLIST FOR SOLDIERS AND FAMILIES" AND ACCOMPANYING COMMANDER'S BRIEF.

1. AS PART OF THE ARMY FAMILY COVENANT, REFERENCE A ANNOUNCED THE CHIEF OF STAFF AND SECRETARY OF THE ARMY'S ESTABLISHMENT OF AN ADVISORY PANEL COMPOSED OF ARMY AGENCIES AND SURVIVING SPOUSES WHO HAVE WORKED TOGETHER TO DEVELOP A COMPREHENSIVE PROGRAM TO SUPPORT FAMILIES OF OUR FALLEN SOLDIERS. ONE OF THE KEY GAPS THAT THIS ADVISORY PANEL IDENTIFIED WAS A NEED FOR MORE ROBUST PREPARATION OF ARMY SOLDIERS AND FAMILIES FOR THE POSSIBILITY OF A CASUALTY SITUATION DOWN THE ROAD. THE VICE CHIEF OF STAFF IDENTIFIED THIS AS A COMMANDER'S IMPERATIVE - TO ENSURE YOUR SOLDIERS AND THEIR FAMILIES UNDERSTAND HOW TO PREPARE FOR SUCH EVENTUALITIES AND HAVE DISCUSSED THESE MATTERS WITH ONE ANOTHER BEFOREHAND.

2. IN RESPONSE TO THIS IDENTIFIED GAP AND TO GIVE COMMANDERS A TOOL TO ASSIST IN CARRYING OUT THIS IMPERATIVE, THE CASUALTY AND MORTUARY AFFAIRS OPERATIONS CENTER HAS PRODUCED A MULTIMEDIA PACKAGE, CONSISTING OF AN ONLINE VIDEO, AN ACCOMPANYING CHECKLIST, AND A COMMANDER'S BRIEFING TEMPLATE, TO ASSIST COMMANDERS IN GUIDING SOLDIERS AND FAMILIES THROUGH THIS PREPARATION PROCESS. THE VIDEO, CHECKLIST, AND COMMANDER'S BRIEF TRAINING PACKAGE IS DESIGNED TO HELP COMMANDERS PROVIDE SOLDIERS AND THEIR FAMILIES A BASELINE FOR DISCUSSING VARIOUS TOPICS AND ISSUES THAT ENSURE SOLDIERS AND THEIR FAMILIES ARE PROPERLY PREPARED AND AWARE OF THE MOST CRITICAL CONCERNS RELATED TO A CASUALTY SITUATION AND THE DECISIONS THAT MAY ARISE WHEN A SOLDIER BECOMES SERIOUSLY ILL, INJURED, OR DIES. THE COMMANDER'S

BRIEF PROVIDES A TEMPLATE OF TALKING POINTS FOR COMMANDERS' USE IN FACILITATING CONVERSATIONS BETWEEN SOLDIERS AND THEIR FAMILIES.

3. THE MESSAGE ANNOUNCES THE ONLINE AVAILABILITY OF THIS MULTIMEDIA TOOL, CALLED "TAKING CARE OF BUSINESS - A PERSONAL READINESS VIDEO AND CHECKLIST FOR SOLDIERS AND FAMILIES," AND THE FOLLOWING PARAGRAPHS ANNOUNCE THE ARMY G-1 DECISION TO INCORPORATE THIS PACKAGE AS A TRAINING REQUIREMENT ON THE DA FORM 7631, DEPLOYMENT CYCLE SUPPORT CHECKLIST (REFERENCE C).

4. REFERENCE B PROVIDES SECRETARY OF THE ARMY GUIDANCE AND DIRECTIVES ON THE REQUIREMENT FOR ALL ARMY ORGANIZATIONS TO COMPLETE SPECIFIED REQUIREMENTS WHEN ANY ARMY PERSONNEL DEPLOY AWAY FROM THEIR HOME STATION FOR A PERIOD OF 90 OR MORE DAYS. THE DCS DIRECTIVE APPLIES TO ALL ACTIVE ARMY (AA) AND RESERVE COMPONENT (RC) SOLDIERS, DA CIVILIANS, AND THEIR FAMILIES. REFERENCE C, THE OFFICIAL DCS CHECKLIST, PROVIDES THE MINIMUM REQUIREMENTS A UNIT MUST FULFILL TO MEET THE INTENT OF REFERENCE B. REFERENCE D PROVIDES THE POLICIES, STANDARDS, AND REQUIREMENTS FOR IN-PROCESSING, THE SOLDIER READINESS PROGRAM, MOBILIZATION PROCESSING, DEPLOYMENT PROCESSING, AND OUT-PROCESSING. INSTITUTES MANAGEMENT CONTROLS FOR OUT-PROCESSING, THE SOLDIER READINESS PROGRAM, AND DEPLOYMENT PROCESSING.

5. REFERENCE E, THE "TAKING CARE OF BUSINESS - A PERSONAL READINESS VIDEO AND CHECKLIST FOR SOLDIERS AND FAMILIES" AND ACCOMPANYING COMMANDER'S BRIEF, IS ESTABLISHED AS A NEW REQUIREMENT TO REFERENCE B AND WILL BE INCLUDED IN THE NEXT REVISION OF REFERENCE C. THEREFORE, EFFECTIVE IMMEDIATELY, COMMANDERS WILL INCORPORATE THIS VIDEO, THE CHECKLIST AND THE COMMANDER'S BRIEF INTO THEIR PRE-DEPLOYMENT UNIT TRAINING SCHEDULE. ALL SOLDIERS ARE REQUIRED TO REVIEW THIS VIDEO, WITH SPOUSES WHEREVER FEASIBLE, AS PART OF THEIR PREDEPLOYMENT PREPARATIONS. COMMANDERS OF NON-DEPLOYING UNITS SHOULD ALSO INCORPORATE THIS TRAINING PACKAGE AS PART OF UNIT FAMILY READINESS ACTIVITIES.

6. THE ARMY G-1 DCS WEBSITE PROVIDES A LINK TO THE VIDEO, CHECKLIST, AND COMMANDER'S BRIEF: [HTTP://WWW.ARMYG1.ARMY.MIL/DCS/TRAINING.ASP](http://www.armyg1.army.mil/dcs/training.asp). THESE PRODUCTS ARE ALSO AVAILABLE AT THE ARMY CASUALTY AND MORTUARY AFFAIRS OPERATIONS CENTER (CMAOC) WEBSITE: [HTTPS://WWW.HRC.ARMY.MIL/SITE/ACTIVE/TAGD/CMAOC/CMAOC.HTM](https://www.hrc.army.mil/site/active/tagd/cmaoc/cmaoc.htm). CMAOC WILL ALSO MAKE AVAILABLE, UPON REQUEST, TO ALL ARMY BCT AND OTHER DEPLOYABLE BRIGADE-SIZED UNITS A DVD OF THE VIDEO AND HARD COPY MASTERS OF THE CHECKLIST AND COMMANDER'S BRIEF ONCE THESE PRODUCTS ARE AVAILABLE.

7. POINT OF CONTACT FOR HQDA G1 IS LTC JAY CARLSON, (DAPE-HR), COM: 703-604-0669, EMAIL: JAY.CARLSON@US.ARMY.MIL. POINT OF CONTACT FOR CASUALTY AND MORTUARY AFFAIRS OPERATIONS CENTER (CMAOC) IS LTC CAROLYN MORRISON (AHRC-PDC-P), COM: 703-325-0489, EMAIL: CAROLYN.J.MORRISON@US.ARMY.MIL.

8. EXPIRATION DATE CANNOT BE DETERMINED.

=====

ORIGINAL TO RECIPIENTS:

C:US,O:U.S. GOVERNMENT,OU:DOD,OU:ARMY,OU:ORGANIZATIONS,OU:ADDRESS
LISTS,CN:AL ALARACT(UC)
[ALARACT]

C:US,O:U.S. GOVERNMENT,OU:DOD,OU:AUTODIN PLAS,OU:AIG 6-AZ,OU:ALARACT
[ALARACT]

PROFILED DISSEMINATES:

HQDANTS(UC) @ DA ACC COMPONENTS(UC) @ WASHINGTON DC @ CONUS @ ORGANIZATIONS @
ARMY (TO) ARMYAUDITORGENERAL@HQDA-DMS.ARMY.MIL (CC) DMSFORJAN28@PTSC.PENTAGON.MIL
(CC) DMSFORJAN@PTSC.PENTAGON.MIL (CC) CIOG6CHIEFINFORMATIONOFFICER@HQDA-DMS.ARMY.MIL (TO) DCSG1AGCYMAIL@HQDA-DMS.ARMY.MIL (TO)
DCSG3COLLECTIVETRAINING@HQDA-DMS.ARMY.MIL (CC) NISASRMAIL@HQDA.ARMY.MIL (CC) DA
ID: 2852012

MTSID: c=US;a=DMS;p=GOV+DMS+NIPR;l=AVTAYZ36-090128230850Z-7742

SIGNED BY: C:US,O:U.S. Government,OU:DoD,OU:ARMY,OU:Organizations,

L:CONUS,L:WASHINGTON DC,OU:DA PENTAGON

TELECOMMUNICATIONS(uc),OU:ALARACT RELEASE

AUTHORITY(uc) *** VALIDATED ***

ENCRYPTED BY: C:US,O:U.S. Government,OU:DoD,OU:ARMY,

OU:ORGANIZATIONS,OU:ADDRESS LISTS,CN:AL

ALARACT(uc) *** VALIDATED ***

MESSAGE TYPE: OTHERORG

UNCLASSIFIED//

Classification: UNCLASSIFIED

Caveats: NONE